Chapter 21 - Check/Voucher Inquiry - API

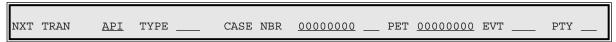
Check/Voucher Inquiry

The check/voucher inquiry screen is used to inquire on vouchers and voucher payments to specific vendors/attorneys/facilities. This screen is also used to delete payments from vouchers.

Accessing the Vendor voucher screen:

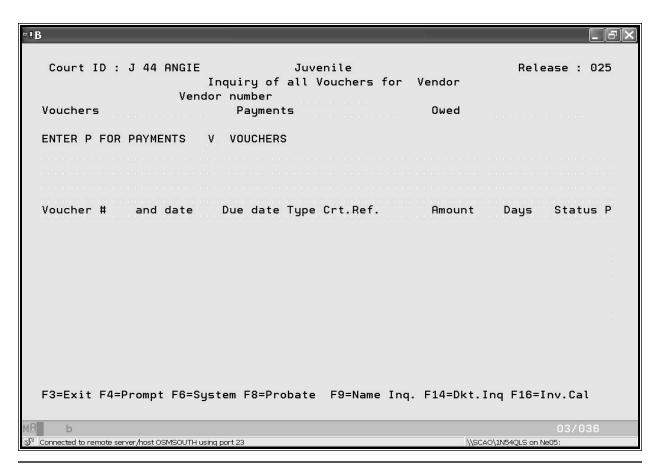
From the transaction request screen, enter **API** in the next tran field and **INQ** in the type field and then press <Enter>.

Juvenile Next Tran Line:



Probate Next Tran Line:





Following are field descriptions for the check/voucher inquiry screen.

~Vendor Number~

Enter the vendor number that you want to pay. If you do not know the number, press <F4> and select the number from either the Vendor file, Facility file or Professional file. After you have selected the vendor type, place an "X" beside the vendor and press <Enter>. The system will insert the vendor for you.

~Vouchers~

This is the total amount that has been vouchered out to this vendor.

~Payments~

This is the total amount that has been payed on vouchers for this vendor.

~Enter P for Payments V Vouchers~

Enter a "V" in this field to inquire on vouchers or a "P" in this field to inquire on voucher payments.

~Voucher #~

This column is a list of voucher numbers that have been vouchered out to this vendor.

~and date~

This is the date the voucher number to the left was processed.

~Due Date~

This is the date the voucher number to the left should be paid.

~Type~

This is the type of the voucher.

~Crt Ref~

This is the court reference number that was entered when this voucher was processed.

~Amount~

This is the amount of this voucher.

~Days~

This is the total amount of days that this voucher was for.

~Status~

This is the status of the voucher. There are two different statuses. Voc Open = Voucher is open and has had no payments applied to it. Payments = Voucher is either partially paid or paid in full.

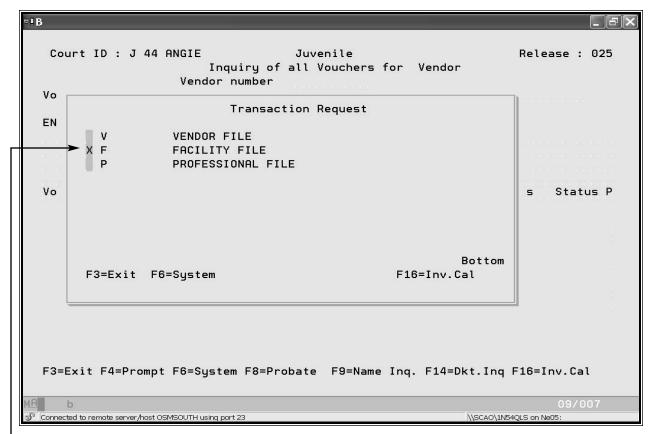
~P~

This is the selection field. By placing an "X" on the line of the voucher and pressing <Enter>. The system will display detailed information about this voucher.

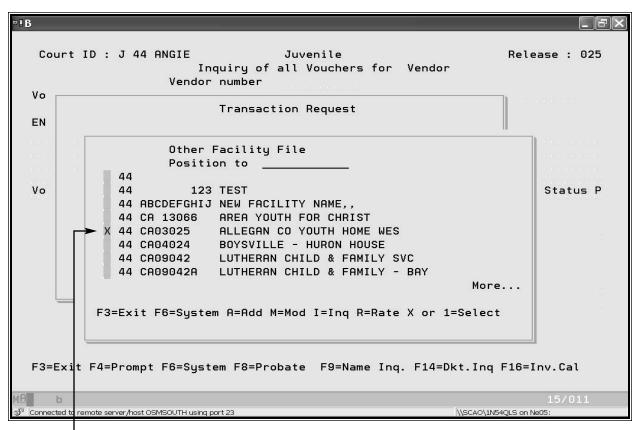
Example of a Voucher Inquiry:

From the voucher/check inquiry screen enter the vendor number or, press <F4> for a list of vendors.

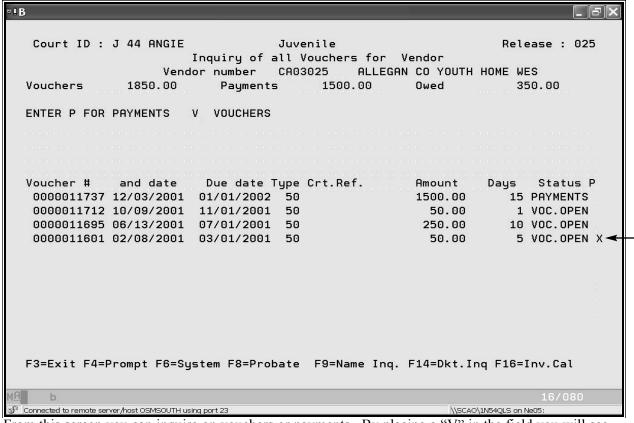




Select Vendor File by placing an "X" on the line to the right of the name and press <Enter>. The system will return the following screen.

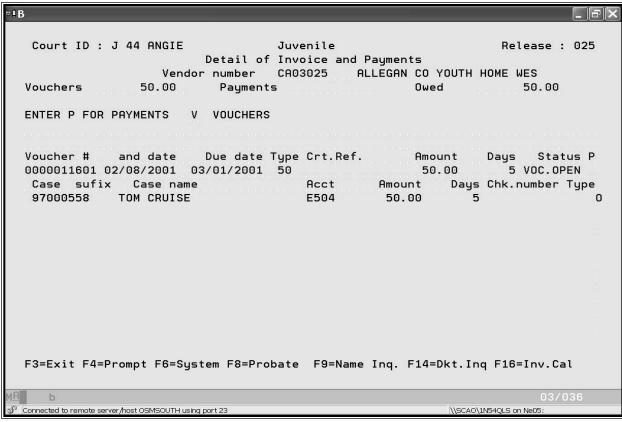


You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an "X" on the line to the left of the vendors name and press <Enter>. The system will display the following screen.



From this screen you can inquire on vouchers or payments. By placing a "V" in the field you will see vouchers. By placing a "P" in the field you will see payments.

The above screen is a voucher inquiry. Place an "X" to the right of the voucher that you want to inquire on and press <Enter>. The system will display the following screen.



Displayed is a detailed description of this voucher. The system will display all information that was entered on this voucher. Following are field descriptions for the detail of invoice and payments screen.

~Case, Suffix, Name~

This is the case number, suffix number and name that were added to this voucher.

~Acct~

This is the account number that was used to pay for this item.

~Amount~

This is the amount that was couchered for this child.

~Days~

This is the number of days that was vouchered for this child.

~Chk Number~

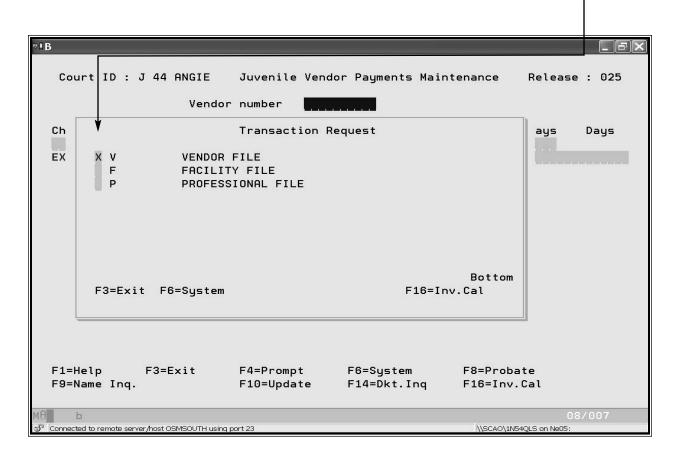
This is the check number that was sent to the vendor for payment of this voucher. This will only be shown if the payment was made through the APP - Voucher Payment Screen.

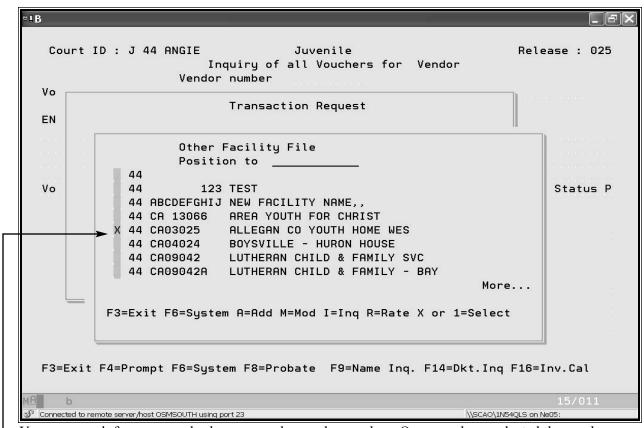
~Type~

This is the record type. An "O" signifies this is the original voucher. A partially paid voucehr will have an "X" beside it but there will be a matching voucher with an "O".

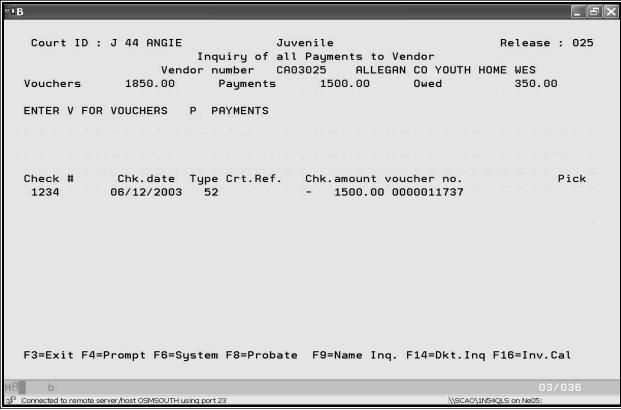
Example of a Payment Inquiry:

From the voucher/check inquiry screen enter the vendor number or, press <F4> for a list of vendors.





You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an "X" on the line to the left of the vendors name and press <Enter>. The system will display the following screen.



Enter a "P" to display payments and press <Enter>. All payments will be displayed for this vendor as shown in the above screen Following are explanations of the fields on the "Inquiry of all payments to vendor" screen.

~Check #, Check Date~

This is the check number and date the check was sent to the vendor.

~Type~

This is the type of this check.

~Court Ref~

This is the reference number that was entered when the voucher payment was completed.

~Chk Amount~

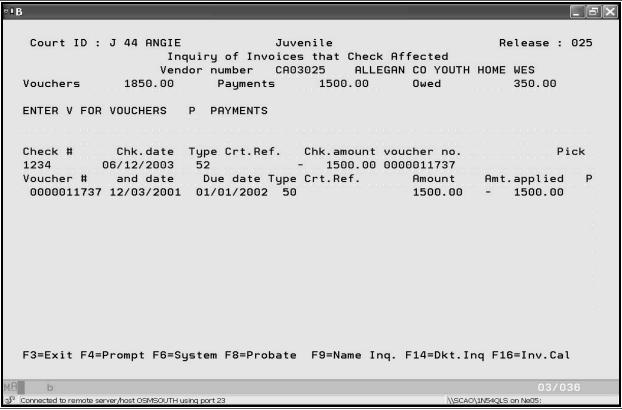
This is the amount that was paid.

~Voucher No.~

This is the voucher number that was paid.

~Pick~

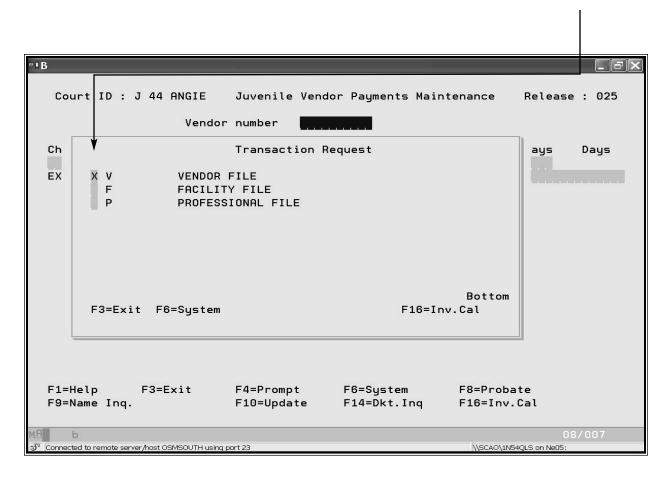
Enter an "X" to the right of the payment that you want to inquire on and press <Enter>, the system will return a detailed description for this payment. The system will display the following screen.

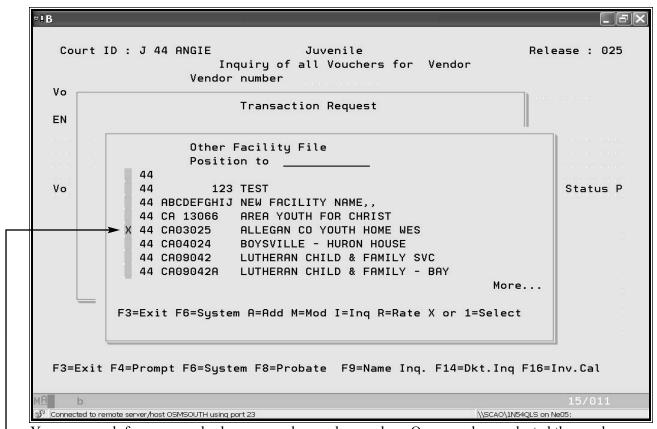


The above screen is a detailed description of the voucher the payment was applied to. The fields were explained under the voucher inquiry section of this chapter.

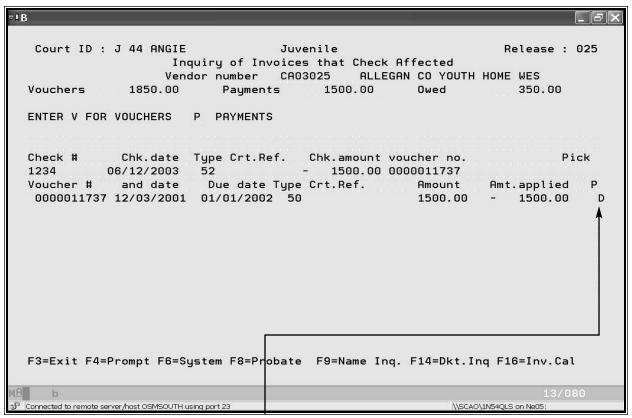
Example of a Voucher Payment Delete:

From the voucher/check inquiry screen enter the vendor number or, press <F4> for a list of vendors.





You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an "X" on the line to the left of the vendors name and press <Enter>. The system will display the following screen.



Enter a "P" to display payments. Enter a "D" to the right of the payment that you want to delete and press <Enter>. If you have authority to delete the payment the system will delete it and it will no longer be displayed.